United Nations ST/IC/1999/83

Secretariat

5 October 1999

# Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

**Subject: United Nations sabbatical leave programme for the year 2000****

1. The purpose of the present information circular is to inform staff that a sabbatical leave programme will again be offered in 2000.

## Objectives of the programme

2. The objectives of the programme are:

(a) To provide an opportunity for staff members to bring added value to their contribution to the Organization and to enhance their professional growth through the pursuit of studies and research projects on issues related to the work of the United Nations;

(b) To enhance dialogue and build contacts between the United Nations and other organizations and institutions engaged in related work worldwide, as well as to expose United Nations staff members to state-of-the-art research and practices on issues in the international agenda.

## Conditions

3. Pending the issuance of an administrative instruction on this subject, the terms and conditions of the award of a sabbatical leave will be the same as those set out in information circular ST/IC/1996/41 of 11 July 1996. Of particular importance are the following features:

(a) The programme is open to United Nations staff members with at least five years of service with the Organization and who are expected to serve for no less than three years after the completion of the sabbatical leave;

(b) Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their studies and for securing their acceptance by that institution or organization for the purpose of carrying out the proposed studies at a specified time, which should be during the year for which the sabbatical leave was approved;

(c) In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University (UNU) and institutions that are members of the Academic Council on the United Nations System, study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System in annex II to this circular and the list of participating research and training centres of UNU in annex III;

(d) The sabbatical leave will normally be approved for a period of no more than four months, during which the staff member will be asked to take annual leave for the first month and will subsequently be placed on special leave with full pay, subject to the agreement of the head of the department or office concerned. Should the staff member request additional time to complete the study, leave without pay may be granted on an exceptional basis subject to

* Expiration date of the present information circular: 31 December 2000.

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exigencies of work and contingent on the approval of the office or department concerned.

**Application procedures**

4. Applicants are requested to complete the application form in annex I to this circular and submit it, through their respective head of office or department, together with a proposal describing the study that they wish to pursue to the Staff Development and Learning Service, Office of Human Resources Management, by 30 November 1999.

5. The proposal, which should not exceed four pages, should contain the following information:

(a) Title of the study;

(b) Field of the study;

(c) Rationale for the study;

(d) Relationship of the study to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study and/or research activities and methods to be applied;

(g) Schedule of work of the study with an indication of any preparatory work already accomplished;

(h) Usefulness of the expected outcome of the study and its practical implications for the individual and the Organization;

(i) Type of contribution the participant could provide to the institution or organization in which he or she is placed;

(j) Endorsement by the head of office or department responsible for the work of the applicant during the proposed study.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

**Review of proposals**

6. All proposals will be evaluated on the basis of the following criteria:

(a) Importance of the study. The proposed study should address an issue of importance in the field under consideration and should hold potential interest for the institution or organization in which the study is carried out and for the United Nations. It should be relevant and have practical applications to the current and future work of the United Nations and to the current or future responsibilities of the applicant;

(b) Feasibility of the proposed study. The staff member should propose a project that can be undertaken and completed within the stipulated period of the sabbatical leave;

(c) Appropriateness of the planned methodology;

(d) Quality of the proposal. The staff member should demonstrate in the proposal an awareness of the latest developments in the area of study;

(e) Suitability of the candidate, including demonstrated ability to perform independent work. The assessment will be made on the basis of:

(i) The staff member's qualifications and/or experience;

(ii) Information received from references provided by the applicant (see annex I, sect. B.III);

(f) Potential contribution by the staff member to the institution or organization;

(g) Expected usefulness of the completed study to the United Nations.

**Selection process**

7. A selection committee consisting of United Nations staff and representatives of UNU and the academic community will review the proposals submitted for final selection.

8. Heads of offices and/or departments will be consulted by the Office of Human Resources Management to confirm the release of selected staff members. The selected staff member will then be informed and requested to accept in writing the specified conditions of the award.

**Follow-up**

9. In order to assess the impact of the sabbatical leave programme, participants are expected, at the end of their sabbatical leave, to present to the head of the office or department concerned and to the Assistant Secretary-General for Human Resources Management a report on the study undertaken.

# Annex I

## Sabbatical leave programme application form

**For the year 2000**

Please complete this form and submit it to the Staff Development and Learning Service, Office of Human Resources Management, together with your study proposal, by 30 November 1999.

### A. Personal information

Name _____ Index No. _____

Functional title/field of work _____
(*Attach job description*)

Category/level _____ Type of contract _____
(*If fixed-term, expiration date*)

Department/division/office _____

Duty station _____

EOD (United Nations) _____ EOD (Present duty station) _____

Title of proposed study project _____

### B. Background

I. **Relevant work experience.** Please indicate any professional experience that enhances your ability to carry out your proposed study project.

II. **University studies**

| *Degree* | *University, country* | *Area of study* | *Year graduated* |
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III. **Recommendations.** Please arrange to have two letters of recommendation sent directly to the Staff Development and Learning Service, Office of Human Resources Management, by 30 November 1999. These recommendations should be provided by professionals, within or outside the United Nations, who are familiar with your work and are in a position to appraise your ability to carry out the project you have proposed and to attest to your ability to undertake independent work. In the space provided, give the names of the professionals who will be sending the letters of recommendation on your behalf.

IV. **Teaching and/or research experience.** If relevant, please indicate below your teaching and/or research experience, including a list of your publications, if any (attach an additional sheet if necessary).

## C. Placement

I. Please indicate the name and address of the institution or organization in which you wish to carry out your project. Please attach copies of any preparatory correspondence relevant to the proposed study.

_____

_____

_____

_____

II. Which of the following services and/or facilities, if any, is the institution willing to provide to you during the period of your sabbatical leave (circle as applicable):

(a) Adviser

(b) Office space

(c) Communication facilities (fax, telephone, computer)

(d) Other _____

**N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work.**

_____ _____

Signature of staff member Date

**Reminder: The endorsement of the head of your department or office must be attached.**

# Annex II

## Institutional members of the Academic Council on the United Nations System

American Society of International Law

Arias Foundation for Peace and Human Progress

Center for Environmental Policy
Bard College

Center for the Global South
The American University

Center of International Studies
Princeton University

Center on International Cooperation
New York University

Centre for Foreign Policy Studies
Dalhousie University

Centre for the Study of Globalisation and Regionalisation
University of Warwick

Centro de Estudios Internacionales
El Colegio de México

Centro de Investigación y Docencia Economicas A.C.

Dag Hammarskjöld Library
United Nations

Defence Forces Library
The Military College

Department of Political Science
University of Alberta

Department of Political Science
University of Lund

Dickey Center for International Understanding
Dartmouth College

Elliott School of International Affairs
The George Washington University

Fletcher School of Law and Diplomacy
Tufts University

Global Affairs Institute
Syracuse University

Graduate Institute of International Studies
University of Geneva

Harvard College Library

Institute for Security Studies

Institute for the Study of International Organizations
Long Island University — Brooklyn Campus

Institute of Social Studies, The Hague

Institute of World Economy and International Relations (IMEMO)

International Cooperation Research Association

International IDEA

International Institute for Labour Studies
International Labour Organization

International Peace Academy

Joan B. Kroc Institute for International Peace Studies
University of Notre Dame

Mershon Center
The Ohio State University

Netherlands Institute of International Relations, "Clingendael"

Norwegian Institute of International Affairs

Ralph Bunche Institute on the United Nations
City University of New York

Richard L. Walker Institute of International Studies
University of South Carolina

Stanley Foundation

Stiftung Entwicklung und Frieden Development and Peace Foundation

Thomas J. Watson Jr. Institute for International Studies
Brown University

United Nations Association of the United States

United Nations Research Institute for Social Development

United Nations Staff College

United Nations Studies at Yale
Yale University

United Nations University

United States Institute of Peace

Universidad Externado de Colombia

# Annex III

## United Nations University participating centres

Under its Charter, adopted by the General Assembly in 1973, the United Nations University (UNU) is a voluntarily funded autonomous organ of the Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. UNU is organized on a networking principle. The University headquarters in Tokyo, through its Academic Division, coordinates a number of programmes and project networks. UNU research and training centres conduct in-house research and training and coordinate research and training involving institutions in many countries.

The location of specific UNU research and training activities and the respective fields of study where staff members on sabbatical leave might consider pursuing study projects at UNU include:

1. **At UNU headquarters, Academic Division, in Tokyo:**

   Peace and governance

   Sustainable development

2. **At the UNU Institute of Advanced Studies (UNU/IAS) in Tokyo:**

   Eco-restructuring for sustainable development

   Mega-cities and urban development

   Multilateralism and governance

3. **At the UNU World Institute for Development Economics Research (UNU/WIDER) in Helsinki:**

   Economics of transition

   Liberalization and development in sub-Saharan Africa

   Institutional and distributive issues

   International finance and economic issues

   Global governance

4. **At the UNU Institute for New Technologies (UNU/INTECH) in Maastricht, the Netherlands:**

   Socio-economic implications of new technologies